# 3<sup>rd</sup> Quarterly Report

## Community Initiatives for Common Understanding

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## 1. Introduction

Saferworld, in collaboration with Child Workers in Nepal Concerned Centre (CWIN) and Informal Sector Service Centre (INSEC), is implementing a 3-year project entitled 'Community Initiatives for Common Understanding' (CICU), funded by USAID. Based on the assumption that constructive interaction and cooperation at the community level for peace and development can bridge political, ethnic and ideological divides, the project aims to contribute to an environment that is shaped by trust and strong social ties between communities, including conflicting groups and local authorities, which makes them resilient to social divides, insecurity and conflict.

The project has three expected results:

- **Result 1:** *Barriers to peaceful dialogue are broken down and mutual understanding and appreciation of grievances between conflicting groups increased.*
- **Result 2:** *Conflicting groups are able and willing to identify activities for development and reconciliation and collaborate toward their implementation*
- **Result 3:** *State actors at district and national level are better aware of and willing to integrate lessons learnt into conflict sensitive development and rehabilitation programming.*

While the project follows a community-based approach, it mainly focuses on 9,000 hard-to-reach and at-risk young people, including former ex-combatants. Secondary audiences for this project are government stakeholders and decision makers at the district and national level. The project is implemented in 5 districts of Nepal: Kailali, Surkhet, Banke and Bardiya in the Mid- and Far West; and Sunsari in the East. It targets 3 VDCs in each district.

## 2. Context Update

The reporting period has been relatively peaceful at the district and the national level. However, the political uncertainty in the beginning of the quarter, following the CA election, was very high as a result of UCPN-M's negative reaction towards the CA election results. Initial worries that UCPN-M would not abide by the results have now subsided, as UCPN-M accepted their defeat in the CA election and CPN-UML and Nepali Congress have agreed to form a government under the prime-ministership of NC's leader, Sushil Koirala.

## 3.    Accomplishments

This progress report covers the third quarter (Q3) of the CICU project. During this period, activities under milestones 2 and 3 were completed.

The following activities were completed this quarter:

a) **Milestone 2, Output 2.1 Identification and selection of 15 VDCs in USAID approved districts**

The VDC selection was completed in the 2nd quarter and has now been approved by the Project Advisory and Monitoring and Evaluation Committee (referred to as 'district project advisory committee' in the local context). VDCs selection report has been finalised and will be submitted to USAID along with other milestones documents (MOV 2.1.1).

As previously reported, the final selected VDCs are:

Kailali:        Pahalmanpur, Phulwari, Chaumala

Bardiya:       Mahamadpur, Dhadhawar, Kalika

Banke:        Baijapur, Binauna, Kachanapur

Surkhet:       Chhinchu, Uttarganga, Hariharpur

Sunsari:       Laukahi, Bharaul, Singiya

b) **Milestone 2, Output 2.2 Baseline study carried out and draft baseline survey completed**

The baseline study has been carried out and the report will be finalised by the end of March 2014. Saferworld carried out a three-day long baseline training for its partner project staff members from 4-6 of December 2013 in Norling Resort, Kathmandu. The data collection for the baseline survey was completed during the second half of January and the data entry was completed by mid-February 2014. Approximately 17 respondents were interviewed in each working VDC of the five districts (256 respondents in total). Almost 70% of the respondents were youth between 15 to 35 years of age and more than half were females (52%). The sample size had a diverse mix of caste/ethnicity with 37% *Janajati*, 29% Brahmin/*Chhettri*, 18% *dalit*, 13% *Madhesi*, and 3% others. The details of the study, including major findings, will be incorporated in the baseline report (MOV 2.2.1).

c) **Milestones 2, Output 2.3 Project Advisory and M&E committees established in each district with key stakeholders from administration and civil society agencies**

The project advisory and M&E committee, known as the district project advisory committee (DPAC) at the district level, has been established in all 5 districts. To date, all the DPACs

have signed a terms of reference (ToR) or have agreed in meeting minutes an outline of their roles and responsibilities. Some key points from the ToRs include the following: DPCA will guide and support the project in achieving its goal as per the procedures and guideline of the Government of Nepal, they will engage in joint monitoring activities, and participate in the events organised by RDF and youth groups at the local level. The ToRs were signed in separate formats in four districts, and were incorporated within the meeting minutes in Bardiya. The signed ToRs, and meeting minutes in case of Bardiya, will be submitted with other milestones documents by the first week of April 2014 (MOV 2.3.1).

### d) Milestones 2, Output 2.4 Project presented to each of the 15 selected VDCs and support gained

The VDC introductions meetings were carried out in all 15 VDCs during the last week of January and the first week of February 2014. A wide range of stakeholders were present at these meetings including local government agencies, and youth, women and men representing different caste/ethnic and religious groups residing in each VDC. A two pager project profile including the goal and expected results and the working modality of the project were distributed to the participants. After presenting the project, the floor was opened for discussions and feedback was invited from the participants. A detailed report on VDC introductions will be submitted to USAID by the first week of April (MOV 2.4.1).

### e) Milestones 3, Output 3.1 RDFs established in each of the 15 VDCs, and ToRs developed

The RDFs were established in all the VDCs towards the end of January and the first week of February 2014. The RDFs were established using a set criteria and guidelines that insured a transparent process and inclusive representation of the community in the RDFs. As a result, out of 179 RDF members in all of the 15 VDCs, 55% are female, and 86% of the total members are youth between 18 to 35 years of age. The composition of RDF members closely represents the proportional mix of the population of the respective VDC including *Dalit*, *Madhesi*, *Janajati* and *Brahmin/Chhettri.* A detail report on the formation process and the profiles of the RDF members will be submitted by the first week of April 2014 (MOV 3.1.1).

### f) Milestones 3, Output 3.2 RDFs' training needs assessed

The training needs assessments of RDF members were carried out in the first and second week of February 2014 using a structured questionnaire. The questionnaires looked into the decision making practices both within a family structure and the communities in general to assess the knowledge of the participants on inclusive decision making processes. Similarly, it

included many questions to assess their knowledge on the impact of gender on decision making practices. Almost 85% of RDF members participated in the needs assessment, and a detail report on the findings of the needs assessment will be submitted to USAID by the first week of April 2014 (MOV 3.2.1).

g) **Milestones 3, Output 3.4 All 15 RDF participated in capacity building activities based on training needs reports**

A district level training workshop was organised in each of the five districts between the third week of February and the first week of March 2014. The two-day long residential trainings were carried out at the district headquarters and attended by RDF members. The training focused on the people to people approach and gender and conflict sensitivity using participatory and interactive tools such as case study analysis, social mapping, games and other brainstorming exercises. A detailed report on the capacity building of RDF will be submitted to USAID by the first week of April (MOV 3.3.1).

## 4. Work in Progress

The following activities are currently in progress:

a) **Milestone 20, Output 20.1, 20.2 and 20.3**

Outputs 20.1 and 20.2 on refining the M&E framework based on the baseline findings will be completed by the second week of April and the framework will be shared with USAID for feedback and suggestions. Output 20.3, M&E training of partner project staff and RDF members will be carried out towards the end of April and the beginning of May 2014. This milestone was delayed as a result of the CA elections, and the subsequent political uncertainty.

d) **Milestones 23, Output 23.1 and 23.2**

The training design and material collections for the capacity building of partners on Do No Harm approaches, participatory conflict analysis and DDR has already begun and the trainings will be carried out by the end of May 2014. INSEC's and CWIN's capacity needs assessment will be carried out in April or the first half of May and action plans will be designed to address the capacity gaps. This milestone was delayed as a result of the CA elections, and the subsequent political uncertainty.

b) **Milestones 4, Outputs 4.1, 4.2 and 4.3**

CWIN has been working to understand the existing dynamics of youth vulnerability in each of the selected VDCs, and is building relationships with relevant stakeholders and youth. These outputs are expected to be completed as planned within the fourth quarter, bringing project milestones up to date and on track.

c) **Milestone 7, Output 7.1 Five Pilot Peace Rooms established in 5 VDCs, (one per district)**

CWIN has been discussing with the relevant stakeholders at the VDC level to identify a suitable place for the peace rooms to be established and they have been receiving positive responses from some of these local stakeholders. For example, in two VDCs in Surkhet the VDC offices have verbally expressed their willingness to provide space for the peace room within their offices. Similarly, in Sunsari, a youth club has expressed interest in providing space for the peace room in their office. Therefore, five pilot peace rooms will be established in five VDCs each of the five districts within the fourth quarter.

d) **Milestone 26, Output 26.1 Quarterly progress reports, quarterly meeting attendance and quarterly events calendars**

The country manager and the project coordinator from Saferworld and staff members from its partner organisations, including the regional coordinator from INSEC and program manager from CWIN, attended the second CMM quarterly regional meeting in Nepalgunj from 10-11 February 2014. Saferworld and its partner INSEC organised a field trip to Kachanapur VDC as one of the activities for the regional meeting. The CMM partners had the opportunity to visit one of the working VDCs of the CICU project and interact with the RDF members. Both 1st and 2nd Quarterly progress reports have been submitted, as per the Milestone requirements.

## 5. Challenges and Lessons Learnt

The delay caused by the pre and post-election scenario had created some pressure among the project team in terms of catching up with the baseline and RDF formation activity components which are very work extensive. However, the reporting period was peaceful and there were no incidences that affected either the mobility or the work of staff members both at the national and the field level.

Some of the lessons learnt are as follows:

- A set of criteria and guidelines ensuring inclusivity and transparency of RDF formation were very effective in achieving these goals. However, there were instances in some VDC where the criteria were not 100% met. For example, in Chhinchu VDC of Surkhet, 46 percent of RDF members were female, whereas one of the criteria says

they should be at least 50%. It was learnt that flexibility is required to accommodate different contextual needs within individual communities, and it is also important to note that the communities themselves nominate the members and not the project staff; additionally, it is crucial to establish good working relationship with the community which require patience and flexibility. However, to address such shortfalls that do not meet the standards set by the project, the project staff will closely work with the community in changing their attitudes and behaviour towards more gender equality and social inclusion. In this particular example, they will work with the RDF members in the coming period to either expand the group or change the composition of the existing group to meet the required percentage for female candidates.

- RDF members are working on a voluntary basis, and as such the mechanism is more suitable for youth who have free time and fewer family obligations. However, the community do not necessarily nominate youths as a member of such groups. Including a criterion in the RDF formation process to ensure the appropriate participation of youth has been vital in ensuring their representation.

## 6. Success Stories

Since the project is at its initial stage, there are no success stories to report.

## 7. Quarterly Work Plan

Please see Annex A for a full overview of the Work Plan.

## 8. Monitoring & Evaluation Performance

The following activities were completed in the area of Monitoring and Evaluation:

a) *Baseline study completed*

As highlighted above, the baseline study has been finalised and the M&E framework will be refined as per its findings in the near future. See MOV 2.2.1 when submitted for further details.

## 9. List of Annexes

The Annexes included here are the following:

A) Quarterly Work Plan

B) List of Milestone reports and delivery dates

**Annex A – Quarterly Work Plan**

| Milestone | Outputs/Activities Planned for this Quarter (December 1 2013 – February 28 2014) | Planned Timeline | Actual Timeline | Status (*Completed / On track / Not completed / Not on track*) |
|---|---|---|---|---|
| 2. Programmatic project start-up completed | 2.1 Identification and selection of 15 VDCs in USAID approved districts | Sept, Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| | 2.2 Baseline study carried out and draft baseline survey completed | Nov, Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| | 2.3 Project Advisory and M&E committees established in each district with key stakeholders from administration and civil society agencies | Oct, Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| | 2.4 Project presented to each of the 15 selected VDCs and support gained | Nov, Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| 3. Reconciliation and Development Forums (RDF) established | 3.1 RDFs established in each of the 15 VDCs, and ToRs developed | Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| | 3.2 RDFs' training needs assessed | Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| | 3.3 All 15 RDFs participated in capacity building activities based on training needs report | Q2 | Apr 2014, Q3/4 | Completed, report will be submitted after completion of all Milestone 2 Outputs |
| 26. Documentation of project progress in year 1 on quarterly basis | 26.1 Quarterly progress reports, quarterly meeting attendance and quarterly events calendars | Dec, Q2 | December, Q2 | Completed |
| 20. M&E framework developed and project | 20.1 M&E draft framework developed based on baseline findings | Feb, Q3 | Apr 2014, Q3/4 | Not on track, to be completed by early fourth quarter |

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| partners and RDFs trained | 20.2 M&E framework refined and baseline indicators adapted. | Feb, Q3 | Apr 2014, Q3/4 | Not on track, to be completed by early fourth quarter |
| | 20.3 At least 1 training for project staff and RDFs on M&E | Feb, Q3 | May 2014, Q3/4 | Not on track, to be completed by end of fourth quarter |
| 23. Partners technical and organization capacity assessed | 23.1 Technical training in Do No Harm, participatory conflict analysis, and DDR training for project partners completed | Feb, Q3 | May 2014, Q4 | Not on track, to be completed by the end of the fourth quarter |
| 26. Documentation of project progress in year 1 on quarterly basis | 26.1 Quarterly progress reports, quarterly meeting attendance and quarterly events calendars | February/ March, Q3 | March, Q3 | Completed |
| **Milestone** | **Output/Activities Planned for next Quarter (Q4) (March 2014 to May 2014)** | **Planned Timeline** | **Actual Timeline** | **Status** (*Completed / On track / Not completed / Not on track*) |
| 4. Hard-to- reach youth and other at-risk groups and individuals identified and initial engagement taken place | 4.1 Outreach and trust-building Strategy developed/ refined according to the context | Mar– May 2014, Q4 | June 2014, Q4 | On track |
| | 4.2 200 at-risk youth and individuals from other at-risk groups identified in each VDC (200 x 15 = 3,000) | Mar– May 2014, Q4 | June 2014, Q4 | On track |
| | 4.3 In each VDC, at least one initial interaction conducted between youth and other at-risk groups and RDFs | Mar– May 2014, Q4 | June 2014, Q4 | On track |
| 7. At-risk youth and other at-risk groups engage constructively to create functional peace rooms in 5 target locations | 7.1 Five Pilot Peace rooms established in 5VDCs (one per district) | Mar– May 2014, Q4 | June 2014, Q4 | On track |
| 26. Documentation of project progress in year 1 on quarterly basis | 26.1 Quarterly progress reports, quarterly meeting attendance and quarterly events calendars | Mar– May 2014, Q4 | June 2014, Q4 | On track |

**Annex B – Quarter 2 and 3 Milestones: September 1 2013 to February 28 2014**

| Quarter | Milestones | Estimated Timeline for Completion | Description of milestones and Outputs | MOV - Reports Required | Date Completed and Submitted |
|---|---|---|---|---|---|
| Q2 | 2. Programmatic project start-up completed | November 29, 2013, Q2 | 2.1 Identification and selection of 15 VDCs in USAID approved districts | 2.1.1 USAID's receipt of a selection report as below:<br>• Pages: 15-20, with a 1 page profile per VDC<br>• Content: selection process, rationale, identification of selected 15 VDCs; the VDC profile (including demographics - by age, ethnicity, party affiliation, caste, religion, and gender - conflict history, reconciliation needs, key stakeholders)<br>• Annex: photos, supporting documentation | To be submitted early April |
| | | | 2.2 Baseline study carried out and draft baseline survey completed | | To be submitted early April |
| | | | 2.3 Project Advisory and M&E committees established in each district with key stakeholders from administration and civil society agencies | 2.2.1 USAID's receipt of the draft Conflict Baseline survey report as below:<br>• Pages: 5-7<br>• Content: executive summary, introduction, methodology, findings, target objectives given baseline, conclusion, recommendations<br>• Annex: photos, other supporting documentation | To be submitted early April |
| | | | 2.4 Project presented to each of the 15 selected VDCs and support gained | 2.3.1 USAID's receipt of a signed Terms of Reference (TOR) of Project Advisory and Monitoring and Evaluation Committee members in selected district<br><br>2.4.1 USAID's receipt of project presentation verification report:<br>• Pages: 7-10, with 1 page per district | To be submitted early April |

| | | | | • Content: executive summary, district profile (M&E committee make up, project interests and response in each district, broken down by VDC), findings, lessons learned, conclusion<br>• Annex: agenda, participants list, agenda, and 2 photos from each of the project presentations in the 15 VDCs, press coverage and clippings, supporting information | |
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| Q2 | 3. Reconciliation and Development Forums (RDF) established | November 29, 2013, Q2 | 3.1 RDFs established in each of the 15 VDCs, and ToRs developed | 3.1.1 USAID's receipt of RDF establishment verification report<br>• Pages: 15-18, with 1 page profile per RDF<br>• Content: summary, RDF Profiles to include selection methodology, location, organization affiliation, hours of operation, services, target population, background on RDF manager, list of members and demographic breakdown (by age, ethnicity, party affiliation, caste, religion, and gender), and overall next steps<br>• Annex: TORs used for the RDFs; 2 photos of each RDF; press clippings and coverage | To be submitted early April |
| | | | 3.2 RDFs' training needs assessed | | To be submitted early April |
| | | | 3.3 All 15 RDFs participated in capacity building activities based on training needs report | 3.2.1 USAID's receipt of RDF training need assessment report<br>• Pages: 4-6<br>• Content:  1 page executive summary, general findings, recommendations, and conclusions<br>• Annex: a 1/3 page paragraph summary of training needs for each RDF, proposed training agendas, need assessment survey questionnaires, interviewee list for each RDF<br><br>3.3.1 USAID's receipt of 15 activity summaries<br>• Pages: 15-16, with 1 page per RDF | To be submitted early April |

Saferworld – 2<sup>nd</sup> Quarterly Report – AID-367-F-13-00001

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| | | | | • Content: each RDF profile to include summary of training needs, capacity building received, remaining gaps and how they will be addressed<br>• Annex: description of each capacity building activity including agenda, methodology, pre and post training tests, signed participants lists; one photo for each training | |
| Q3 | 20. M&E framework developed and project partners and RDFs trained | February 28, 2013, Q3 | 20.1 M&E draft framework developed based on baseline findings | 20.1.1 USAID's receipt of draft M&E framework | To be submitted in April |
| | | | 20.2 M&E framework refined and baseline indicators adapted. | 20.2.1 USAID's receipt of final M&E framework and baseline values for each indicator including quarterly targets for the entire duration of the project. Performance indicator reference sheet must be developed for each indicator in the given format by referring to USAID/Nepal's Geospatial Performance Management Data Policy Guidance | To be submitted in April |
| | | | 20.3 At least 1 training for project staff and RDFs on M&E | 20.3.1 USAID's receipt of M&E training report to include agenda, signed participants list for every workshop, and before/after knowledge survey (project staff and RDF) | To be completed in May and submitted in June |
| Q3 | 23. Partners technical and organization capacity assessed | February 28, 2013, Q3 | 23.1 Technical training in Do No Harm, participatory conflict analysis, and DDR training for project partners completed | 23.1.1 USAID's receipt of training report<br>• Pages: 5-7 with one page profile on each partner<br>• Content: methodology, summary of workshop, lessons learned, plans to employ lessons learned, conclusion<br>• Annex: agenda, photos of partner organizations and training, agenda, participants list and signatures, before/after knowledge survey | To be completed in May and submitted in June |

| | | | 23.2 CWIN and INSEC's capacity assessment and action plan developed | 23.2.1 USAID's receipt of capacity assessment<br>• Pages: 5-7<br>• Context: summary, methodology, professional and demographic profile of partners trained, summary of training needs, capacity gaps and how they will be addressed<br>• Annex: pre and post training tests, signed participants list; and their demographic breakdown (by age, ethnicity, party affiliation, caste, religion, and gender), one photo for each stage of the assessment<br><br>23.2.2 USAID's receipt of INSEC's and CWIN's Action Plan for technical and organizational capacity development | To be submitted in June<br><br>To be submitted in June |